

EFFECTIVE

July 1, 2022.

Subject(s)

The policy manuals contain the Michigan Department of Health and Human Services (MDHHS) official policy. All State of Michigan (SOM) employees have access to read-only files for current and historical policy.

The SharePoint content management workflow used to publish policy is available to any person authorized as a policy writer. To request authorization or policy writer training submit an email request to Policy-Manual-Maintenance@michigan.gov. Using a content management system:

- Establishes a standardized format for policy items.
- Creates a central location for accessing document versions.
- Allows multiple individuals to update an item without sending email copies.
- Automates the approval/signature process.
- Saves project notes and final department review (FDR) comments according to record retention requirements.
- Generates PDF files automatically for publication on the MDHHS public website, and storage in the Library of Michigan Archives.

Reason: Policy and contact update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APO 100](#)